

<i>NATIONAL MARINE FISHERIES SERVICE POLICY DIRECTIVE 30-101 SEPTEMBER 3, 2004</i>	
<i>Administration and Management</i>	
<i>POLICY FORMULATION</i>	
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OPR: F/P (J.McCallum)	Certified by: F/P (M. Holliday)
Type of Issuance: Renewal	
SUMMARY OF REVISIONS: to reflect that F/OP is responsible for the PDS (10/05)	

1. Determining policy is one of the National Oceanic & Atmospheric Administration's (NOAA) National Marine Fisheries Service (NMFS) leadership's most important functions. Policy provides a focus for NMFS action and a guide for the behavior of the organization and its members. This directive establishes the framework for formulating NMFS policy.
2. The NMFS Policy Directives System (PDS) communicates, and serves as the repository for NMFS policies and procedures.
3. NMFS states its mission-related policies in NMFS *Policy Directives*. *Procedural Directives* and *Supplements* support policy directives.
 - 3.1 Procedural directives provide specific procedural guidance essential to comply with legal or higher level guidance, to achieve NMFS-wide standardization, or to ensure the safety of personnel or property. *Procedural directives* are written as instructions or manuals.
 - 3.2 *Supplements* adapt procedural directives to field requirements and are consistent with higher-level procedural directives.
4. This policy establishes the following authorities and responsibilities:
 - 4.1 The Office of Policy is responsible for:
 - a. maintenance and operation of the PDS;
 - b. acting as the liaison between the Department/NOAA and NMFS in managing the Department/NOAA directive systems in NMFS;
 - c. establishing the internal management procedures necessary to implement the policies required by Departmental/NOAA issuances;
 - d. administering the PDS directives publication program and implementing policy and

procedures as described in NMFS Instruction 30-101-01; and

e. maintaining the electronic and hard copy master PDS library.

4.2 NMFS Headquarters (HQ) offices are responsible for:

a. writing and certifying policy directives for signature by the Assistant Administrator (AA) commensurate with their areas of responsibility;

b. writing and certifying NMFS procedural directives, with approval and authentication by the HQ Office Director; and

c. ensuring Regional Offices, Science Centers, Laboratories and other field elements support the development, execution, and maintenance of policy and procedural directives.

4.3 NMFS employees are responsible for complying with the PDS.

5. NMFS directives will be reviewed and updated as necessary.

6. This policy directive is supported by the references and glossary of terms listed in Attachment 1.

Signed _____

William T. Hogarth, Ph.D.

Date

Assistant Administrator

National Marine Fisheries Service

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

NMFS Instruction 30-101-01, *NMFS Directives System - Structure and Management*.

Terms

NMFS Headquarters (HQ) - An integrated staff consisting of the Assistant Administrator, Deputy Assistant Administrators for Operations and Regulatory Programs, and Director Scientific Programs and Chief Science Advisor; Office of Management and Budget; Office of Science and Technology; Office of Protected Resources; Office of Habitat Conservation; Office of Sustainable Fisheries; Office of Law Enforcement; Office of Constituent Services; Office of Policy; and Office of the Chief Information Officer.

Policy - A statement of important, high-level direction guiding decisions and actions throughout NMFS. Policy translates the ideas, goals, or principles contained in the mission, vision, and strategic plan into action-related directives.

Procedural Directive - Implements policy directives and provides instructions and guidelines required to carry out a major activity area. Procedural directives occur in two forms:

Instructions - Instructions direct action, ensure compliance, and provide detailed procedures.

Other unique types of documents fall under this classification:

- i. Product specifications - assigns responsibilities and defines format, content, and schedules for issuance of operational NMFS products (e.g., NEPA documents; Rulemakings; Biological Opinions; Recurring Reports (Business Reports, Program Reviews, Congressional Reports).
 - ii. Memoranda of agreement (MOA) and memoranda of understanding (MOU) - considered to be special types of instructions.
 - iii. Operating Agreements - written terms of reference detailing the relationships and division of labor among two or more organizational entities within NMFS.
- b. Manuals - Manuals provide procedures used for performing standard tasks or supporting training and education programs.

Supplement - Provides guidelines needed to adapt procedural directives to specific issues addressed by NMFS Regional Offices, Science Centers and other field offices. Supplements will not detract from or conflict with procedural directives.